

S111: Archive information

Overview: Archive and retrieve information in line with organisational requirements.

Links: IT; Health, Safety and Security of People, Premises and Property; Manage Information and Data

Specific skills: • Communicating • Organising • Planning • Problem-solving
• Using technology

Performance Indicators

1. Confirm the information to be archived
2. Follow organisational procedures and legislation for archiving information
3. Follow instructions to archive information correctly and within agreed timescales
4. Maintain a record of archived information
5. Follow instructions to retrieve archived records on request
6. Refer problems to the appropriate colleague, if required

Knowledge & Understanding

- A. The purpose of archiving required information
- B. Legal and organisational requirements covering security and confidentiality of information to be archived
- C. The purpose of confirming information to be archived
- D. The procedures to be followed to access archive information systems
- E. The purpose of recording archived information
- F. The purpose of archiving information within agreed timescales
- G. Procedures for retrieving archived information
- H. The problems that occur with archive systems and who to report them to